

**Commonwealth of Virginia
Appalachian Regional Commission Program**

**2004
Area Development Program**

Request for Proposals



**Department of Housing and
Community Development**

The Jackson Center
501 N. 2nd Street
Richmond, VA 23219

Virginia ARC Area Development Program Request for Proposals

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The Appalachian Regional Commission programs are administered in the Commonwealth of Virginia by the Virginia Department of Housing and Community Development

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ARC Area Development Proposal Submission Requirements

Five copies of 2004 proposals, **including** all relevant attachments, must be **received** or **postmarked** by 5:00 pm on Wednesday, September 17, 2003 at DHCD, 501 North 2nd Street, Richmond, VA 23219. For projects with large attachments such as Preliminary Engineering Reports, an applicant **may submit three copies** of such a document in lieu of copying for each of the five proposals.

All proposals must contain direct responses to all required items, must include a font size no smaller than 12 point, and must provide appropriately organized information in the form of complete sentences and paragraphs and well-organized charts and tables. All proposals must be printed on or be printable on standard paper (8 ½" x 11", 8 ½" x 14", or 11" x 17") and be single-sided. Questions arising during preparation of RFP responses should be directed to one of the above contacts. This RFP format will be available in hard copy from VDHCD and via the VDHCD web page (www.dhcd.state.va.us).

Area Development Program – Request for Proposals

<p style="text-align: center;">Construction Project Proposals Outline of Required Proposal Elements</p>
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Project Name

Applicant Organization, Address, and Phone Number

Contact Person, Address, and Phone Number

Proposed Basic Federal / State Agency and Approval Status

Project Location

Census Tract Information

Cost Summary

Project Description and Products

Project Outcomes and Problems to be Addressed

**Project Support of ARC Goals and Virginia's Objectives /
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Status of Other Funds

Project Budget

Derivation of Costs

Performance Targets

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Sustainability

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- ARC Project Summary
- Letters of Benefit Commitment
- Letters of Non-ARC Funding Commitment
- Cost Documentation / Preliminary Engineering Report
- Maps
- Submittal to Planning District Commission

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Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Project Name: Provide the name or title you have given to the proposed ARC project, such as “Vertigo Hollow Water Line Extension Project”.

Applicant Organization, Address, and Phone Number: Provide the name, address, and phone number of the entity eligible to submit this proposal, such as “Roundup County, Virginia, P.O. Box 111, Roundup, VA 23000”.

Contact Person, Address, Phone Number, and e-mail address: Please provide the name, title, address, phone number, and e-mail address for one person whom DHCD may contact, if necessary.

Proposed Basic Federal Administering Agency and Approval Status: Identify the proposed Basic Federal Administering Agency and the status of that agency’s approval of this project, specifically whether a pre-application or application was submitted and whether that application was approved. (Basic Agency applies to construction projects.) If there is any additional pertinent status information, disclose it here. **Applicants must provide a copy of their proposal to the local Planning District Commission, and proof that it was provided must be included in Attachment #6.**

Project Location: Indicate which locality (or localities) covered by project benefits and, where possible, the specific location to be impacted by the project as defined by place name, boundaries, building, or other features. Provide a description of either: (a) the geographic area for services and benefits where clients are in relatively close proximity, or (b) the client service area when residency may be scattered over a wide area. Indicate if any of the counties in which the project is located is an ARC Distressed County. The Virginia counties with this status are Buchanan, Dickenson, Lee, Russell, and Wise. Maps are required attachments for construction projects. **Include all relevant maps in Attachment #5.**

Census Tract Information: Provide map of project service area with census information overlaid or provide list of all census tracts in service area. Census information should be from the 2000 Census. If your project only serves part of a Transitional County, be very clear about which census tracts are included.

Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Cost Summary: Enter the amount of resources to be included in this project, preferably in simple table form. Specify the amounts for each of the following categories and the percentage of the total project cost each represents: **ARC, Local/Applicant, Other Federal, State, Private, and Non-Profit/Other.** In this table, add the amounts in these categories to develop a Total figure and add the percentages to arrive at 100%. THESE AMOUNTS, SOURCES, AND PERCENTAGES SHOULD BE IDENTICAL TO THOSE LISTED IN OTHER SECTIONS OF THE RFP RESPONSE. A sample table is as follows:

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>
ARC	\$ 400,000	40%
Local/Applicant	\$ 150,000	15%
Other Federal	\$ 350,000	35%
<u>Private</u>	<u>\$ 100,000</u>	<u>10%</u>
TOTAL	\$1,000,000	100%

Project Description and Products: Briefly describe the activities to take place during the life of the proposed project for which you are seeking ARC resources. What is being built, expanded, or rehabilitated and where is it located? What groups of residents are to be assisted and through which programs (and describe each program)? How many jobs will be created or how many persons will receive a new or improved service, such as water service, sewer service, employment, or health care? Describe the work to be accomplished and list project activities in quantifiable terms. [For example: installation of 4,800 linear feet of 10-inch waterline to an industrial park and installation of 150,000-gallon elevated storage tank.] Include work to be done with non-ARC funds as well as with ARC funds. Consult Appendix A for examples of project products (outputs). **All applicants must complete an ARC Project Summary per the guidelines in Appendix B and include this summary as Attachment #1. Applicants must include Preliminary Engineering Reports and similar documents in Attachment #4, except as noted on page 1 of this RFP.**

NOTE: The ARC Summary should be completed exactly as requested since it will be submitted to ARC. If it is completed incorrectly, you will be requested to revise it and this step could hold up the submittal of your project to ARC.

Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Project Outcomes and Problems to be Addressed: Indicate the NEED for the project, specifying both the need for ARC resources as well as the problem(s) the project will address. In addressing the need for ARC resources, discuss why ARC funding is being sought in lieu of other funding. In addressing project needs, discuss any relevant data derived on plans, studies, statistics, or engineering reports. The sources of such data should be cited (title, date, page numbers). Explain how the proposed project would fill a void in current services or programs. Detail the specific long-term benefits, or outcomes, of this project. Diversification of the local economy and reduction of out-commuting are examples of possible outcomes of a project that includes utility extensions to help an industry locate in a particular market. Consult Appendix A for examples of project outcomes.

Project Support of ARC Goals and Virginia's Objectives and Strategies: Indicate which of the following five ARC Goals the proposed project will address: 1) Education, 2) Infrastructure, 3) Leadership and Civic Development, 4) Economy, and 5) Health. Further indicate the State Objective (there is one for each goal) and State Strategies to be addressed by the project. List the Strategies by number. For example, in a project including extension of a water line to a neighborhood with severely contaminated wells, the ARC Goal would be Goal 2: Infrastructure, the State Objective would be "Assist communities to provide and develop an adequate physical infrastructure to support economic development opportunities and improve the quality of life", and the State Strategies would be 2.2 and 2.5. Consult the ARC Annual Strategy for additional information on the Goals and Virginia's Objectives and Strategies.

Status of Other Funds: Indicate the current status of all non-ARC funds to be used on the project. List the general categories from **Cost Summary** (above) and the the specific funding sources under these categories. SPECIFY THE AMOUNT ANTICIPATED FROM EACH SPECIFIC SOURCE. Provide information, where applicable, on the project's position within the funding cycles of each source, the anticipated timing for release of each source of funding, the level of funding commitment received to date (firm; not contingent on future approval), and adequate, specific supporting documentation (recent letters, contracts, or resolutions). **Letters of commitment and other documentation of other funding should be included in Attachment #3.**

Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Project Budget: Using the budget forms from Appendix C as a guide, construct a project budget. The budget should show the costs, relative to each funding source, of each activity and activity component (engineering, construction, and so on). Budgets for equipment projects must include a list of the equipment and cost by item. Include budget as page in proposal.

Derivation of Costs: Detail the methodology used to determine each amount listed in the project budget. List each activity and activity component, their related cost estimates, and the quantities, line items, and/or unit costs which provide the basis for these estimates. Identify the information sources and/or methodologies used to generate these cost estimates and give the dates that the estimates were developed. **Documentation from these information sources in support of the cost estimates should be included in Attachment #4.** Costs will be reviewed for reasonableness. If there are site conditions or other factors exerting upward pressure on your costs, please explain.

An example of this derivation:

ACTIVITY	TOTAL COSTS	ARC AMOUNT	SOURCE	DATE
<u>Sewer</u>				
1) 9,000 L.F. of 8" gravity sewer line @ \$50/L.F.	\$450,000	\$225,000	PER	3/6/03
2) 5,000 L.F. of 2 " force main @ \$16/L.F.	\$80,000	\$ 40,000	PER	3/6/03
3) 4,175 L.F. of 6" service laterals @ \$20/L.F.	\$83,500	\$0	PER	3/6/03
4) 2 pump stations @ \$30,000 ea.	\$60,000	\$30,000	PER	3/6/03

Performance Targets: Create a three column table. In column one, provide the sequence of key events and milestones in accomplishing the project (performance targets), including the identification of project and quantification of project benefits. In column two, provide the projected completion date for each performance target. In column three, indicate the cost that corresponds with that particular milestone. For example:

<u>Performance Target</u>	<u>Completion Date</u>	<u>Cost</u>
1) User agreements and easements acquired	3/04	\$ 5,000
2) Plans and specifications prepared by engineer	5/04	\$ 12,000
3) Project bid, construction of gravity main	11/04	\$ 235,000
4) 40 households receive sewer connections	3/05	\$ 8,000

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Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Project Beneficiaries: Provide the number of persons to be served within two years of project completion and provide a discussion of the methodology used to derive this number. **Provide attachments in support of these beneficiary claims in Attachment #2.** As this number is used in scoring ARC proposals, DHCD reserves the right to make adjustments to claimed numbers or ask for supplemental information.

Readiness: Explain how this project is ready to proceed. Why is now the appropriate time to undertake this effort? (Note: Contracts will not be issued by ARC until Summer of 2004.) What steps have been taken to get the applicant and its proposed beneficiaries ready for this project? If applicable, are user agreements in place? Is there an appropriate level of energy and degree of will among the organization and its partners to see this effort through to completion?

Capacity: Provide the names and profiles of the individuals who will be responsible for delivering the project's services or carrying out implementation. Provide the name and profile of the individual with the most project responsibility first, followed by information on the person with the next highest level of responsibility, and continue in this order until all relevant individuals have been identified. Identify the skills, knowledge, and attributes each individual possesses and the value these provide to the overall project effort. Provide information, where applicable, on how the different attributes of the different individuals may be complementary. Identify any roles which have not yet been filled.

Sustainability: Discuss the plans for the continuation of the project following initial ARC funding. If the project is part of a phased development effort, indicate future sources of funding, including the current state of commitment, and strategies for achieving the total development effort. If the project is not part of a phased development effort, indicate how activities will be continued into the future, identify key participants, and describe the process that will be used to achieve long-term sustainability. If this project is a one-time construction project, such as a sewer line extension, discuss how revenues from connection fees and monthly user fees will support the long-term operation, maintenance, and debt service of the system.

Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Attachments:

ARC Project Summaries. Using the sample and supporting information provided in Appendix B, develop a ARC Project Summary.

Letters of Benefit Commitment. Include letters and other documentation in support of the beneficiary levels claimed in the text of the RFP response. For example, a letter from an enterprise committing a specific number of jobs and investment over a specified time period OR documentation summarizing survey information detailing the number of people who will benefit from a water line extension.

Letters of Non-ARC Funding Commitment. Letters, or other documentation showing a clear level of commitment of non-ARC resources from the entities responsible for providing such funding. If such commitment is contingent on board approval, then a copy of the resolution from the board should be included. If funding has not yet been awarded, list status of application/negotiations and projected date of award receipt.

Cost Documentation/Preliminary Engineering Report. Include excerpts and analyses from appropriate sources for cost information, such as Preliminary Engineering Reports, Preliminary Architectural Studies, etc. In absence of formal PERs or other such reports, provide documentation such as a breakout of the costs for improvements listed on engineering firm letterhead. Similar documentation is appropriate, provided it originates from other reputable, objective, and independent sources.

Maps. For all projects, provide a map within at least a 10-mile radius, clearly showing roads or appropriate service area; and for projects providing site improvements, a site map showing proposed improvements, including water and sewer lines, water storage tanks, sewage treatment or water treatment plant, drainage improvements, access roads, location of assisted industry(ies) on site plan, etc.

Submittal to Planning District Commission. **A copy (or working draft) of a proposal should be submitted to the PDC PRIOR TO submittal to DHCD so that the PDC may provide the applicant with input if appropriate.** Include documentation that the proposal was submitted to the local Planning District Commission, such as a copy of a cover letter. Although PDC approval of these proposals is not required, include any correspondence received from the Planning District Commission following their review.

Area Development Program – Request for Proposals

<p>Non-Construction Project Proposals Outline of Required Proposal Elements</p>
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Project Name

Applicant Organization, Address, and Phone Number

Contact Person, Address, and Phone Number

Proposed Basic Federal Administering Agency and Approval Status

Project Location

Census Tract Information

Cost Summary

Project Description and Products

Project Outcomes and Problems to be Addressed

Project Support of ARC Goals and Virginia's Objectives / Strategies

Status of Other Funds

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Derivation of Costs

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Staffing Plan and Agency Credentials

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ARC Project Summary

Letters of Benefit Commitment

Letters of Non-ARC Funding Commitment

Cost Documentation

Maps

Submittal to Planning District Commission

<p>Area Development Program – Request for Proposals</p>
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Non-Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Project Name: Provide the name or title you have given to the proposed ARC project, such as “Peaceful Valley Community College Business Training”.

Applicant Organization, Address, and Phone Number: Provide the name, address, and phone number of the entity eligible to submit this proposal, such as “Peaceful Valley Community College, P.O. Box 112, Pleasantville, VA 22000”.

Contact Person, Address, and Phone Number: Please provide the name, title, address and phone number for one person whom DHCD may contact, if necessary.

Proposed Basic Federal Administering Agency and Approval Status: For non-construction projects this shall be ARC. Applicants must provide a copy of their proposal to the local Planning District Commission, and proof that it was provided must be included in Attachment #6.

Project Location: Indicate which locality (or localities) covered by project benefits and, where possible, the specific location to be impacted by the project as defined by place name, boundaries, building, or other features. Provide a description of either: (a) the geographic area for services and benefits where clients are in relatively close proximity, or (b) the client service area when residency may be scattered over a wide area. Indicate if any of the counties in which the project is located is an ARC Distressed County. The Virginia counties with this status are Buchanan, Dickenson, Lee, Russell, Scott, and Wise. **Include all relevant maps in Attachment #5.**

Census Tract Information: Provide map of project service area with census information overlaid or provide list of all census tracts in service area. Census information should be from the 2000 Census. If your project only serves part of a Transitional County, be very clear about which census tracts are included.

Non-Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Cost Summary: Enter the amount of resources to be included in this project, preferably in simple table form. Specify the amounts for each of the following categories and the percentage of the total project cost each represents: **ARC, Local/Applicant, Other Federal, State, Private, and Non-Profit/Other.** In this table, add the amounts in these categories to develop a Total figure and add the percentages to arrive at 100%. THESE AMOUNTS, SOURCES, AND PERCENTAGES SHOULD BE IDENTICAL TO THOSE LISTED IN OTHER SECTIONS OF THE RFP RESPONSE. A sample table is as follows:

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>
ARC	\$ 40,000	40%
Local/Applicant	\$ 15,000	15%
Other Federal	\$ 35,000	35%
Private	\$ 10,000	10%
TOTAL	\$ 100,000	100%

Project Description and Products: Briefly describe the activities to take place during the life of the proposed project for which you are seeking ARC resources. What is being built, expanded, or rehabilitated and where is it located? What groups of residents are to be assisted and through which programs (and describe each program)? How many jobs will be created or how many persons will receive a new or improved service, such as water service, sewer service, employment, or health care? Describe the work to be accomplished in concise layman's terms and list project activities in quantifiable terms. [For example: provision of at least 4 classroom and 4 individualized follow-up training sessions in business development to approximately 20 entrepreneurs] Include services or equipment to be provided with non-ARC funds as well as with ARC funds. Consult Appendix A for examples of project products (outputs). **All applicants must complete an ARC Project Summary per the guidelines in Appendix B and include this summary as Attachment #1.**

NOTE: The ARC Summary should be completed exactly as requested since it will be submitted to ARC. If it is completed incorrectly, you will be requested to revise it and this step could hold up the submittal of your project to ARC.

Non-Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Project Outcomes and Problems to be Addressed: Indicate the NEED for the project, specifying both the need for ARC resources as well as the problem(s) the project will address. In addressing the need for ARC resources, discuss why ARC funding is being sought in lieu of other funding. In addressing project needs, discuss any relevant data derived on plans, studies, statistics, or engineering reports. The sources of such data should be cited (title, date, page numbers). Explain how the proposed project would fill a void in current services or programs. Detail the specific long-term benefits, or outcomes, of this project. Diversification of the local economy and reduction of out-commuting are examples of possible outcomes of a project that includes utility extensions to help an industry locate in a particular market. Consult Appendix A for examples of project outcomes.

Project Support of ARC Goals and Virginia's Objectives and Strategies: Indicate which of the following five ARC Goals the proposed project will address: 1) Education, 2) Infrastructure, 3) Leadership and Civic Development, 4) Economy, and 5) Health. Further indicate the State Objective (there is one for each goal) and State Strategies to be addressed by the project. List the Strategies by number. For example, in a project including development of a small business incubator the ARC Goal would be Goal 4: Economy, the State Objective would be "Expand financial and technical assistance services for business formation, retention, and expansion", and the State Strategies would be 4.4 and 4.7. Consult the ARC Annual Strategy for additional information on the Goals and Virginia's Objectives and Strategies.

Status of Other Funds: Indicate the current status of all non-ARC funds to be used on the project. List the general categories from **Cost Summary** (above) and the specific funding sources under these categories. SPECIFY THE AMOUNT ANTICIPATED FROM EACH SPECIFIC SOURCE. Provide information, where applicable, on the project's position within the funding cycles of each source, the anticipated timing for release of each source of funding, the level of funding commitment received to date (firm; not contingent on future approval), and adequate, specific supporting documentation (recent letters, contracts, or resolutions). **Letters of commitment and other documentation of other funding should be included in Attachment #3.**

Non-Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Project Budget: Using the budget form from Appendix C as a guide, construct a project budget. The budget should show the costs, relative to each funding source, of each activity and activity component (i.e., salaries, fringes, and so on). Budgets for equipment projects must include a list of the equipment and cost by item. Using the budget forms from Appendix C as a guide, construct a project budget. Include budget as page in proposal.

Derivation of Costs: Detail the methodology used to determine each amount listed in the project budget. List each activity and activity component, their related cost estimates, and those unit costs or otherwise which provide the basis for these estimates. Identify the information sources and/or methodologies used to generate these cost estimates and give the dates that the estimates were developed. **Documentation from these information sources in support of the cost estimates should be included in Attachment #4.** Costs will be reviewed for reasonableness. If there are conditions exerting upward pressure on your costs, please explain.

An example of this derivation:

ACTIVITY	TOTAL COSTS	ARC AMOUNT	SOURCE	DATE
<i>Marketing</i>	\$ 50,000	\$ 25,000	AB Advertising	5/6/03
<i>Provision of Training</i>	\$ 20,000	\$ 10,000	TRC Consultants	6/6/03
<i>Evaluation of Performance</i>	\$ 5,000	\$ 2,500	TRC Consultants	6/6/03
<i>Technical Assistance</i>	\$10,000	\$ 5,000	TRC Consultants	6/6/03

Performance Targets: Create a two column table. In column one, provide the sequence of key events and milestones in accomplishing the project (performance targets), including the identification of project and quantification of project benefits. In column two, indicate the cost that corresponds with that particular milestone. For example:

<u>Performance Target</u>	<u>Completion Date</u>	<u>Cost</u>
<i>1) Provision of job skills training to 40 students</i>	6/04	\$ 10,000
<i>2) Graduation of 35 students from training</i>	9/04	\$ 10,000
<i>3) Intensive job searches initiated by 30 students</i>	10/04	\$ 5,000
<i>4) Employment taken by 20 students</i>	1/05	\$ 10,000

Non-Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Project Beneficiaries: Provide the number of persons to be served within three years of project completion and provide a discussion of the methodology used to derive this number. **Provide attachments in support of these beneficiary claims in Attachment #2.** As this number is used in scoring ARC proposals, DHCD reserves the right to make adjustments to claimed numbers or ask for supplemental information.

Readiness: Explain how this project is ready to proceed. Why is now the appropriate time to undertake this effort? (Note: Contracts for work will not be issued by ARC until Summer of 2004.) What steps have been taken to get the applicant and its proposed beneficiaries ready for this project? What is the level of energy and degree of will among the organization and its partners to see this effort through?

Staffing Plan and Agency Credentials: Provide the names and profiles of the individuals whom will be responsible for delivering the project's services. Provide the name and profile of the individual with the most project responsibility first, followed by information on the person with the next highest level of responsibility, and continue in this order until all relevant individuals have been identified. Identify the skills, knowledge, and attributes each individual possesses and the value these provide to the overall project effort. Provide information, where applicable, on how the different attributes of the different individuals may be complementary. Identify any roles which have not yet been filled.

Discuss the implementing organization's ability to carry out the project effectively. Provide the name, description, performance targets, and outcome of two of the most similar and recent projects implemented by this organization. Provide a statement of the other business conducted by this organization and the relationship of this project to this other business. Provide a listing of the other high priority projects currently being undertaken (with projected outcomes and project cost) and show where THIS project will be prioritized. Identify any non-financial resources to be committed by this organization to achieve this project's outcomes.

Identify those individuals and organizations, including names and telephone numbers, which have committed to support this project. Provide information on the type and level of support provided and the value of this support to the overall project. Identify any individuals expressing an interest in participating as a project beneficiary, providing, also, their names and telephone numbers. **Include any letters from these individuals and entities in Attachment #1.**

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Non-Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Sustainability: Discuss the plans for continuation of the project following initial ARC funding. If the project is part of a phased effort, indicate future sources of funding, including the current levels of commitment, and strategies for achieving completion of all phases. For all projects, describe the process to be used to ensure long-term sustainability.

Non-Construction Project Proposals

Instructions for Completion of Required Proposal Elements

Attachments:

ARC Project Summaries. Using the sample and supporting information provided in Appendix B, develop an ARC Project Summary. **YOUR PROPOSAL MAY BE REJECTED BY DHCD IF THIS SUMMARY DOES NOT ACCOMPANY IT.**

Letters of Benefit and Support Commitment. Include letters and other documentation which provide confirmation that the project will benefit the number of individuals it is targeting. Applicants are strongly encouraged to solicit letters from proposed beneficiaries. Letters from potential project partners should be included as evidence of additional project support.

Letters of Non-ARC Funding Commitment. Letters, or other documentation showing a clear level of commitment of non-ARC resources from the entities responsible for providing such funding. If such commitment is contingent on board approval, then a copy of the resolution from the board should be included. If funding has not yet been awarded, list status of application/negotiations and projected date of award receipt.

Cost Documentation. Include excerpts and analyses from appropriate sources for cost information. Where possible, include cost documentation which originates from reputable, objective, and independent sources.

Maps. Provide a map within at least a 10-mile radius surrounding the applicant organization, with the organization's location and the locations of all project activities clearly marked. Include other maps as necessary.

Submittal to Planning District Commission. **A copy (or working draft) of a proposal should be submitted to the PDC PRIOR TO submittal to DHCD so that the PDC may provide the applicant with input if appropriate.** Include documentation that the proposal was submitted to the local Planning District Commission, such as a copy of the cover letter. Although PDC approval of these proposals is not required, include any correspondence received from the Planning District Commission following their review.

Non-Construction Project Proposals

Instructions for Completion of Required Proposal Elements

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